



# **VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**

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[www.vihfa.gov](http://www.vihfa.gov)

## **REQUEST FOR QUALIFICATIONS**

**for**

### **ST. CROIX ARCHITECTURAL/ENGINEERING CONSULTING SERVICES**

**RFQ 002-2023-STX**

**Issue date:**  
**March 3, 2023**

**Submittal deadline:**  
**April 4, 2023**

**Contact person:**  
**Afisha M. Hillocks**  
Procurement/Contract Officer  
[ahillocks@vihfa.gov](mailto:ahillocks@vihfa.gov)  
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 *Unlocking the Door to Affordable Housing*

“CONFIDENTIAL SUBMISSION”

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**VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**  
**RFQ 002-2023-STX**  
**REQUEST FOR QUALIFICATION**  
**ST. CROIX ARCHITECTURAL/ENGINEERING CONSULTING SERVICES**

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## **1.0 INTRODUCTION**

The Virgin Islands Housing Finance Authority (VIHFA) has prepared this Request for Qualifications (RFQ) to solicit for Statement of Qualifications (SOQ) from licensed United States Virgin Islands (USVI) professional Architect & Engineers (Respondents) interested in the preparation of several engineering designs for hurricane related retrofits in the St. Croix district. The A&E Services are intended to provide the VIHFA with Federal Emergency Management Agency (FEMA) and VI Department of Planning and Natural Resources (DPNR) approved building design drawing that shall result in the reconstruction of VIHFA's roads and facilities.

FEMA is the federal agency responsible for leading the nation's efforts to prepare for, protect and mitigate against, respond to, and recover from the impacts of natural disasters and man-made incidents or terrorist events. The Hazard Mitigation Grant Program (HMGP) and Public Assistance (PA) Program are two of several grants issued by FEMA. The FEMA HMGP provides funding to state, local, tribal and territorial governments in order to rebuild in a way that reduces, or mitigates, future disaster losses in their communities. This grant funding is available after a presidentially declared disaster. Through the PA Program, FEMA provides supplemental federal disaster grant assistance for debris removal and emergency protective measures. In addition, grant assistance may be provided for the repair, replacement or restoration of disaster-damaged, publicly owned facilities and the facilities of certain private non-profit (PNP) organizations.

All National Environmental Policy Act (NEPA) and Environmental and Historic Preservation (EHP) guidelines must be adhered to ensure compliance with FEMA regulations. The National Environmental Policy Act (NEPA) directs federal agencies, when planning projects or issuing permits, to conduct environmental reviews to consider the potential impacts on the environment by their proposed actions. The Environmental and Historic Preservation (EHP) guidelines refer to federal guidelines that require certain reviews and procedures that are required to ensure that FEMA's review process ensures the protection and enhancement of environmental, historic, and cultural resources, as required by Federal Environmental and Historic Preservation laws and Executive Orders.

Given the above, Respondents are requested to provide evidence of their qualification and experience with FEMA for related hurricane damage assessments, engineering evaluations, engineering design and reporting services. This information will assist the VIHFA in managing the development of plans for, and reconstruction of, housing units, facilities and roadways that will withstand all expected hurricane/storm related damages.

An Evaluation Committee Panel (ECP) shall be convened to review the submitted SOQ and select qualified Professional Architects/Engineers. Next, a subsequent Request for Proposal (RFP) shall be submitted to the selected qualified Professional Architects/Engineers. Then, the ECP will evaluate responses to the RFP and prepare an evaluation report prior to the award of a contract.

In the event that technical questions arise from contractors bidding the design work, the selected Respondent shall provide responses that satisfactorily addressing the questions within two (2) calendar days of written request from VIHFA. All responses to VIHFA questions shall be provided in writing.

## **2.0 GENERAL DESCRIPTION OF SITES AND SERVICES REQUIRED**

The VIHFA is the Owner of Ruby M. Rouss Homes (Watergut Homes), Bethlehem Village/Profit Hills (commonly known as Harvey), Frits Lawaetz Homes (Lagoon Street Homes), Profit Emergency Housing Apartments, Anna's Hope Emergency Housing Apartments, Campo Rico Emergency Housing Apartments, and Kronegade Inn. The VIHFA is requesting Architectural/Engineering services for the above referenced communities and other similar facilities as follows below:

1. Ruby Rouss Homes is a community that has twelve (12) apartment buildings and one (1) commercial building. There are fifty-eight (58) two-bedroom units and fifty-six (56) three-bedroom units with one bathroom per unit. The VIHFA is soliciting a qualified Respondent to provide a design that includes roof repairs, plumbing and electrical, with ADA-compliant ramps, lighting, parking design, and sidewalks. The VIHFA is also soliciting for a qualified Respondent to provide a complete redesign of an existing six (6) unit building that will be demolished in the future that is adjacent to the shanty.
2. Bethlehem Village/Profit Hills are two (2) different communities, but they are c c c within close proximity of each other. The Bethlehem Village community consists of forty-seven (47) duplex buildings which totals to ninety-four (94) rental units with three bedrooms and one bathroom in each unit. The Profit Hill community has ninety-nine (99) single-family detached rental units with three bedrooms and one bathroom in each unit. The VIHFA is soliciting a qualified Respondent to provide a Community Center Design for these communities, with ADA-compliant ramps, lighting, parking design, and sidewalks.
3. Frits Lawaetz Homes is a community that has one hundred fourteen (114) units and one (1) commercial building. There are fifty-six (56) three-bedroom units, fifty-eight (58) two-bedroom units, and one (1) commercial building. The VIHFA is soliciting for a qualified Respondent to provide parking lot flood mitigation design, sidewalks, ADA-compliant ramps, lighting and upgraded parking design for the Frits Lawaetz Homes and Plot B Lagoon Street (more popularly known as the Old Legislative building).
4. Profit Emergency Housing Apartments community consists of three (3) buildings that have a total of twelve (12) rental units. The units are all one bedroom and one- bathroom apartments. The VIHFA is soliciting for a qualified Respondent to provide a roof design

for Building E & F, a community center design, a courtyard flood mitigation design and a parking design with ADA-compliant ramps, lighting, and sidewalks.

5. Anna's Hope Emergency Housing Community consists of two (2) apartment buildings which contain sixteen (16) rental units. The VIHFA is soliciting for a qualified Respondent to provide the following civil engineering services: design a parking area and create a new parking area with flood mitigation, lighting, sidewalks, and a handicap parking space per code requirements with an ADA-compliant handicap ramp with railing. (Civil Engineering Services).
6. Campo Rico Emergency Housing Apartments community consists of two (2) apartment building- Building A and Building B. Each building has eight (8) units each of rental apartments for a total of sixteen (16) units. The units are all one bedroom and one-bathroom apartments. The VIHFA is soliciting a qualified Respondent to provided redesigns required for Building B. The VIHFA is also soliciting for a qualified Respondent to provide parking design and create a new parking area with flood mitigation, and lighting, sidewalks, a handicap space per code requirements with ADA-compliant handicap ramp with railing. (Civil Engineering Services).
7. Kronegade Inn has eighteen (18) rooms that will used for transitional housing. The VIHFA is soliciting for a qualified Respondent to provide Architect & Engineer Services that includes plans redesign for all units and create a new parking area design with lighting, sidewalks, and a handicap space per code requirements with ADA-compliant handicap ramp with railing.
8. Solitude and Jealousy are the sites of future homeownership developments from the VIHFA. The VIHFA is soliciting for a qualified Respondent to provide road development, culvert and drainage design, along with the current development Bonne Esperance (The Meadows) and Mount Pleasant West (Morning Glory Ridge).
9. The VIHFA is soliciting for a qualified Respondent to provide various redesign and redevelopment projects in Christiansted and Frederiksted. The project will include the construction administration for FEMA, and other projects.
10. Surveying Services:
  - Metes and Boundary Survey: Provide a metes and boundary survey. Stake all boundary points and provide a witness post for each point, Additionally, all rear boundary markers shall be staked with a securely installed 8' tall ½" PVC pipe. All front boundary markers shall be staked with a 4'-5' tall ½" PVC pipe. The top 6" of all PVC pipe shall be sprayed with high reflective paint.
  - Topographic Survey: Provide topographic survey with up-to-date field mapping and contour lines for every 12" (one foot) change elevation.
  - As-Built Survey: The as-built survey shall provide all items typically delivered in an American Land Title Association (ALTA) survey, including property boundaries and easements, as well as on the property that may affect ownership

of the property and may enquire further investigation into the possibility of adverse rights.

- Survey of Utilities: Locate and clearly identify all utilities on or adjacent to the site, such as WAPA water meter(s), WAPA power poles(s), VIWMA sewer manhole(s) and or septic system(s). Also, locate all said utilities on the survey map to be provided.

Hurricane Irma and Maria damaged some of the above mentioned VIHFA properties. The VIHFA has worked with FEMA to ensure that these properties and facilities will be retrofitted with several improvements that are intended to mitigate expected storm force winds and associated hazards. Therefore, the VIHFA requires the services of a qualified Architect/Engineering firm to:

- 1) Assess existing conditions and historic information and provide several types of reports related to the sites listed above in Section 2,
- 2) Provide storm mitigation alternatives and technical feasibility studies,
- 3) Provide engineering designs, cost estimates and local/federal permitting services.

The proposed designs shall meet the wind load requirements of IBC 2018 & ASCE 7-16, the Virgin Islands Building Code, the International Residential Code (IRC) 2018 and the DPNR issued Construction Information for A Stronger Home, 4<sup>th</sup> Edition.

## **2.1 SCOPE OF WORK**

The Scope of Work outlined below provides a listing of tasks and responsibilities that will be required by the selected Architectural/Engineering firm. This Scope of Work is also intended to provide prospective Respondents with a listing of services that they should consider as they prepare their responses to this RFQ. The Scope of Work is as follows:

- Preparation of a Preliminary Project Schedule
- Review of FEMA Damage Assessment Reports for each site,
- Review of FEMA PA Requirements (NEPA DPNR, etc.)
- Preparation of a Project Facts and Findings Report for each site
- Conduct site visits to each Facility and prepare (as needed):
  - Site Surveys for each Plot
  - Storm Water Runoff Design and SWPPP
  - Storm Water Pollution Prevention Plan (SWPPP) Management Services
  - Topographic surveys with) 1' contours
  - Structural Analysis
  - As Built Site Surveys
  - As Built Unit General Building Plans
  - As Built Unit Structural Plans
- Wind Loads Requirements of IBC 2018 & ASCE 7-16 Document
- Wind Load Analysis - data @ 175 mph
- Current Code Compliance Reference Document (VI & FEMA)
- Preliminary Base Line Data Documents (Facts & Findings)

- Preliminary Site Plans
- Preliminary Unit Plans
- Prepare Preliminary Hazard Mitigation Feasibility Study with Selected Options
- Participate in FEMA/VITEMA Feasibility Study Review Meetings
- Prepare Final Hazard Mitigation Feasibility Study
- Prepare Permit Ready Designs for Each Housing Community
- Submit all Plans and Obtain Permits (DPNR – CZM & Building)
- Provide Construction Cost Estimates by Unit, Building, Site and Overall project
- Schedule Weekly Meetings with Owner, Property Manager, relevant stakeholders
- Provide Weekly and Monthly Reports on Activities

### **3.0 RESPONDENT'S EXPENSES**

The Respondents are solely responsible for their own expenses in responding to this RFQ and for the subsequent RFP and any subsequent negotiations with the VIHFA, if any. The VIHFA will not be liable to any Respondent for any claims, costs or damages incurred by the Respondent in preparing the RFQ, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

### **4.0 RESPONDENT'S RESPONSIBILITIES**

- Bear all cost related to the preparation and submission of the qualification package in response to this RFQ solicitation.
- Be duly licensed in the USVI as an Architect/Engineer and provide proof of a current valid business license.
- The selected Respondent shall be responsible to adhere to all federal, state and local laws, regulations and ordinances, etc., and if the request for proposal results in a contract award, the selected Respondent shall be responsible for providing all necessary answers to technical questions that arise from a VIHFA or a contractor.

### **5.0 VIHFA'S RESPONSIBILITIES**

- Review all RFQ submittals and provide comments as needed.
- Provide an assigned Project Manager for the selected respondent.

### **6.0 REQUEST FOR QUALIFICATION SCHEDULE**

The deadlines associated with this RFQ are further outlined:

<b>RFQ SCHEDULE</b>	<b>DATE</b>	<b>TIME</b>
RFQ Issue date	March 3, 2023	
Pre-proposal Conference	March 20, 2023	1:00 PM
Final date to submit written questions	March 23, 2023	
RFQ Submittal Deadline	April 4, 2023	4:00 PM

The VIHFA reserves the right to change the RFQ schedule by issuing an Addendum at any time.

## 7.0 ISSUING AND PROCURING OFFICE

This RFQ is being issued for the VIHFA. All general correspondence and inquiries about the RFQ should be submitted in writing and sent to:

Inquiries can be made by e-mail.

Email: [ahillocks@vihfa.gov](mailto:ahillocks@vihfa.gov)

Mark subject line for email "RFQ 002-2023-STX"

From the issue date of this RFQ until a determination is made regarding the selection of a successful Respondent, all contacts concerning this RFQ must be made through the Procurement/Contract Officer. Any violation of this condition is cause for the VIHFA to reject the Respondent's package. The VIHFA will **not** be responsible for any oral information given by any employees.

Failure to ask questions, request changes or submit objections shall constitute the acceptance of all terms, conditions and requirements in this RFQ. The issuance of a written addendum by the Procurement/Contract Officer is the **only** official method by which interpretation, clarification or additional information shall be given. If the VIHFA amends this RFQ, the Procurement/Contract Officer will post such notices on its website, <https://www.vihfa.gov/procurement/solicitation>. After the question deadline, the Procurement/Contract Officer will post responses to the questions in the form of an Addendum. Respondents shall rely only on written statements issued through or by VIHFA's Procurement/Contract Officer.

The VIHFA will **not** be held responsible if any potential Respondent does not check the website on a regular basis for any addenda that may be issued. It is the responsibility of the potential Respondents to update all contact information, as necessary, to periodically check VIHFA's website for updates, and/or to contact the Procurement/Contract Officer to ensure the receipt of all addenda prior to the submittal of the package.

## 8.0 PRE-PROPOSAL CONFERENCE

The VIHFA will conduct a virtual Pre-Proposal Conference at **1:00 p.m.** Atlantic Standard Time ("AST") on **March 20, 2023**. You may join the meeting at <https://us02web.zoom.us/j/81362996865>, Meeting ID **813 6299 6865**.

It is highly recommended that prospective Respondent thoroughly review the requirements of the RFQ prior to the Pre-Proposal Conference. All prospective Respondents are urged to participate in the virtual pre-proposal conference. Non-attendance on the part of a Respondent shall not relieve the prospective Respondent of any responsibility for adherence to any of the provisions of this RFQ package or any addenda thereto.

## 9.0 DELIVERY OF PACKAGE

All responses to this RFQ are to be submitted no later than **4:00 p.m. AST on April 4, 2023**. The VIHFA will **not** consider fax submission of a SOQ. SOQs must be emailed to [procurement@vihfa.gov](mailto:procurement@vihfa.gov).



The email subject line must be clearly marked “**ST. CROIX A&E SERVICES**”. The VIHFA will not consider fax submission of a SOQ or email submissions received after the deadline and submissions submitted to the wrong email address.

Failure to clearly mark each SOQ with this information may cause the VIHFA to inadvertently open the SOQs before official closing date and time. The VIHFA will log all received SOQs with the date and time of receipt. SOQs received after the deadline will be considered **LATE** and will **not** be opened or considered.

## **10.0 CONTENTS OF PACKAGE**

To be considered, the package shall meet the following requirements.

### **SOQ FORMAT:**

- A. RFQ Cover Letter** - Complete **Enclosure Document A**.
- B. Commitment Statement Letter** – The Commitment Statement letter should be on the company’s letterhead with contact information and must be signed by an officer of the organization that is authorized to bind the company contractually to all of the commitments made in its submittal. The letter shall also include a statement of understanding for the work to be done. It shall state that the firm will be solely responsible for all aspects of the engagement including any portion that may be performed by its subcontractors, if any. It should make a positive commitment to perform the work required as specified to industry standards of workmanship and in a professional manner. The letter shall state that all data presented in the SOQ is accurate and complete. Additionally, the firm must state they understand the discovery of any significant inaccuracy in information submitted by them shall constitute good and sufficient cause for rejection of the SOQ. It should also state that the SOQ will remain in effect for a period of 90 calendar days from the submission deadline and thereafter, until the firm withdraws it, or a contract is approved and executed, or the procurement is canceled, whichever occurs first. Respondent shall also confirm that the firm has not engaged in any unethical practices within the past ten (10) years.
- C. Non-Collusive Affidavit** – Complete **Enclosure Document B**. The form must be notarized.
- D. Debarment Certification Form** – Complete **Enclosure Document C**. The form must be notarized.
- E. Corporate Document Checklist Form** – Complete **Enclosure Document D** and submit **current USVI Business License**.
  - 1. Business License**
    - a. Current USVI Business License – Provide a copy of the Respondent’s current USVI Professional Architect/Engineer License issued from the VI Department of Licensing and Consumer Affairs (DLCA).

- b. Historic USVI Business Licenses (7 Years Minimum) – Provide a copy of the respondent’s 2014 through 2021 Professional Architect/Engineers Licenses, VI DLCA supporting documents that certify the Respondent’s claim that the Respondent had a business license in 2014 and currently holds a valid Professional Engineer License, or a Notarized statement from the Respondent that they have had a VI Professional Architect/Engineer License from at least 2014.

**2. CAGE Number**

Provide a copy of the Respondent’s Cage Number assigned from Systems Awards Management Services.

**F. Background, Knowledge, Experience, Qualification, Capacity, and References**

The following is a list of items that must be included in the written SOQ in a narrative format:

**1. Background**

- a. Describe Respondent’s firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.

**2. Specialized Knowledge**

- a. Describe their knowledge and experience in the particular types of projects listed described in Section 2.

**3. Qualification**

- a. Provide the resumes and qualifications of the key staff (owner, Project Engineer, Senior Engineer, Surveyor, etc.) who would be assigned to act for Respondent’s firm in key management and field positions providing the services described in Section 2.

**4. Experience**

- a. Provide evidence of the Respondent’s participation in FEMA related projects,
- b. Evidence of their preparation of Multi-Family Unit Hurricane Damage Assessment Reports,
- c. Evidence of their provision of FEMA Damage Assessment Review Services,
- d. Evidence of their provision of designs to repair multi-family residential unit hurricane damages, Evidence of their provision of Engineer Cost Estimates,
- e. Evidence of their provision of owner representative services in FEMA related projects,
- f. Evidence of their ability to manage projects through the NEPA process, Evidence of their ability to manage the Virgin Islands DPNR permitting processes.
- g. Project Management Experience - Evidence of Bid Document Preparation Services for clients,

- h. Evidence of their ability to provide A/E construction management services,
- i. Evidence of RFI and CO processing services,
- j. Evidence of contractor payment review and certification services for Multi-Family Residential and Commercial projects.
- k. Project Type Experience - Provide a list/chart/summary of projects which the respondent's firm has worked on or completed during the past five (5) years which demonstrate experience as requested in this RFQ. The list/chart/summary shall include the names of the projects, a general scope of work, locations, owners, budgets, start date (Month/Year) and status (Pending, Ongoing, Completed, Other with explanation).

## **5. Capacity**

- a. Describe the firm's workload and current capacity to accomplish the work in the required time.
- b. Complete **Attachment 1, Contractor's Capacity Assessment Form**

## **6. References**

- a. Provide a listing of trade references (minimum of 3) from clients for whom the Respondent has performed work. The list of references shall include the names, addresses and telephone numbers of the clients.

**Each Respondent must adhere to the requirements of this section relative to the qualification package content and format in order to simplify the review process and facilitate the maximum degree of comparison. Respondents shall ensure that the qualification package closely follows the sequence and organizational outline described in this section.**

## **11.0 REQUIRED DOCUMENTS**

The successful Respondent shall be required to submit the following documents:

- A. Formation Documents** – The successful respondent will be required to provide a copy of their Formation Documents within ten (10) business days of receiving a notice of selection.

- **Provide a copy of Formation Documents**

Corporations (Inc., Corp, Co., Corporation)

- Copy of Trade Name Certificate (if applicable)
- Copy of Articles of Incorporation & By Laws
- Copy of Certificate of Resolution
- Copy of current Certificate of Good Standing

Limited Liability Company (LLC)

- Copy of Trade Name Certificate (if applicable)
- Copy of Articles of Organization
- Copy of Operating Agreement (if applicable)
- Copy of current Certificate of Good Standing

General Partnerships

- Copy of Trade Name Certificate (if applicable)
- Copy of Partnership Agreement (if applicable)
- Certificate of Good Standing (if applicable)

Limited Partnerships (L.P, LLP, LLLP)

- Copy of Trade Name Certificate (if applicable)
- Certificate of Limited Partnership or Statement of Qualification for LLP and LLLP
- Certificate of Good Standing (if applicable)

Sole Proprietorship

- Copy of Trade Name Certificate (if applicable)

**B. Employer Identification Number (EIN)** - The successful Respondent will be required to provide an official copy of their EIN within ten (10) business days of receiving a notice of selection. The Respondent may provide a Form W-9.

**Failure to provide the required documents within the stated time period may result in the qualifications being deemed non-responsive and immediately disqualified with no further consideration for potential award of the contract.**

## **12.0 SELECTION PROCESS**

The VIHFA's Evaluation Committee Panel is responsible for evaluating all Respondents' submittals. The Evaluation Committee Panel will consider the following criteria:

**Documentation:** Shall be evaluated based on Respondent's adherence to the purpose and scope of the project; the conditions, rules, regulations, and requirements of the Request for Qualification relative to the package content and format and whether all documentation has been provided and completed in its entirety. **Please note if the Respondent is unable to provide all of the required documents listed in Sections 10, as specified above, the Respondent shall be immediately disqualified.**

**10 Points**

**Qualification:** Shall be evaluated based on the criteria established in Section 10 above. The Architect/Engineer's resources (staff and design development team) and credentials and their relevant experience related to the requirements of this RFQ shall be evaluated.

**30 Points**

**Experience:** Shall be evaluated based on the criteria established in Section 10 for the Architect/Engineer's experience.

**30 Points**

**Capacity:** Shall be evaluated based on the criteria established in Section 10 for the Architect/Engineer's capacity to accomplish the work in the required time.

**20 Points**

**References:** Shall be evaluated based on the evaluation of the quality of the references submitted by the Respondent and required by the standards established in Section 10.

**10 Points**

**After the qualifications packages have been evaluated, all respondents that achieve a score of 80 or higher shall be deemed qualified and will be asked to present proposals on the Scope of Work.**

### **13.0 TERMS AND CONDITIONS**

This RFQ is a request for the submission of qualifications but is not itself an offer and shall under no circumstances be construed as an offer.

VIHFA reserves the right to reject, without prejudice, any and all qualifications submitted in response to this solicitation.

VIHFA reserves the right to modify or withdraw this request at any time.

VIHFA reserves the right to reject any or all companies, or to terminate the RFQ process at any time, if deemed to be in its best interest.

VIHFA reserves the right not to award a contract pursuant to the RFQ.

Further, qualifications submitted in response to this solicitation become the property of the VIHFA and the VIHFA may use any idea or concept in a submitted qualification, regardless of whether that qualification is selected for award.

#### **Enclosures**

- |                                |  |
|--------------------------------|--|
| <b>1. Enclosure Document A</b> | <b>RFQ Cover Letter</b>                  |
| <b>2. Enclosure Document B</b> | <b>Non-Collusive Affidavit</b>           |
| <b>3. Enclosure Document C</b> | <b>Debarment Certification Form</b>      |
| <b>4. Enclosure Document D</b> | <b>Corporate Document Checklist Form</b> |

#### **Attachment**

- |                        |  |
|------------------------|--|
| <b>1. Attachment 1</b> | <b>Contractor's Capacity Assessment Form</b> |
|------------------------|--|

**ENCLOSURE DOCUMENT A**  
**VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**  
**RFQ COVER LETTER**

**RESPONDENT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tax Identification #: \_\_\_\_\_

**RESPONDENT'S PRIMARY CONTACT PERSON:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**SCHEDULE OF ADDENDA:**

(I) or (We) acknowledge receipt of the Addenda to the RFQ Package hereinafter named, for the project(s) included in this RFQ and declare that (I) or (We) accept these Addenda and that every change is included in this qualification.

Addendum Number \_\_\_\_\_

Issue Date \_\_\_\_\_

Addendum Number \_\_\_\_\_

Issue Date \_\_\_\_\_

Addendum Number \_\_\_\_\_

Issue Date \_\_\_\_\_

Addendum Number \_\_\_\_\_

Issue Date \_\_\_\_\_

**RESPONDENT'S AUTHORIZED REPRESENTATIVE:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ENCLOSURE DOCUMENT B**  
**VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**  
***NON-COLLUSIVE AFFIDAVIT***

\_\_\_\_\_, being first duly sworn, deposes and says:

- (1) That he/she is \_\_\_\_\_ (a partner or officer of the firm of, etc.) the party making the foregoing qualification/proposal or qualification/proposal cost; and
- (2) That such qualification/proposal or qualification/proposal cost is genuine and neither collusive nor a sham; and
- (3) That said Respondent (a) has not colluded, conspired, connived or agreed, directly or indirectly, with any Respondent or person to put in a sham qualification/proposal or to refrain from bidding and (b) has not in any manner, directly or indirectly, sought by agreement, collusion, communication or conference with any person to fix (i) the qualification/proposal cost of the affinity or that of any other Respondent or (ii) any overhead, profit or cost element of said cost qualification/proposal or that of any other Respondent, to secure any advantage over the Virgin Islands Housing Finance Authority or any person interested in the proposed contract; and
- (4) That all statement in said qualification/proposal or cost qualification/proposal are true.

\_\_\_\_\_  
Signature of Respondent (Authorized Representative)

SUBSCRIBED AND SWORN TO before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Notary Public  
My commission expires:\_\_\_\_\_

**ENCLOSURE DOCUMENT C**  
**VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**  
***DEBARMENT CERTIFICATION FORM***

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***Certification Regarding Debarment, Suspension and Ineligibility***

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- (1) The Respondent certifies, by submission of this solicitation, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal or local programs in the Territory or any Federal department or agency.
- (2) Signing this Certification without disclosing all pertinent information about a debarment or suspension shall result in rejection of the offer or cancellation of a contract. The VIHFA may also exercise any other remedy available by law.
- (3) Where the Respondent is unable to certify to any of the statements in this certification, such Respondent shall attach an explanation to this solicitation.

Name and Title of Authorized Representative:

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Printed Name

---

Signature

---

Date

SUBSCRIBED AND SWORN TO before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

---

Notary Public

My commission expires: \_\_\_\_\_



**ENCLOSURE DOCUMENT D**  
**VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**  
***CORPORATE DOCUMENT CHECKLIST***

Name of Respondent: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number:      Office \_\_\_\_\_      Mobile \_\_\_\_\_

Email Address: \_\_\_\_\_

1. \_\_\_\_ Respondent Formation Documents

\_\_\_\_ **Corporation**

- \_\_\_\_ Copy of Trade Name Certificate (if applicable)
- \_\_\_\_ Copy of Articles of Incorporation & By Laws
- \_\_\_\_ Copy of Certificate of Resolution
- \_\_\_\_ Certificate of Good Standing

\_\_\_\_ **LLC**

- \_\_\_\_ Copy of Trade Name Certificate (if applicable)
- \_\_\_\_ Copy of Articles of Organization
- \_\_\_\_ Copy of Operating Agreement (if applicable)
- \_\_\_\_ Certificate of Good Standing

\_\_\_\_ **General Partnership**

- \_\_\_\_ Copy of Trade Name Certificate (if applicable)
- \_\_\_\_ Copy of Partnership Agreement (if applicable)
- \_\_\_\_ Certificate of Good Standing

\_\_\_\_ **L.P, LLP, LLLP**

- \_\_\_\_ Copy of Trade Name Certificate (if applicable)
- \_\_\_\_ Certificate of Limited Partnership or Statement of Qualification
- (for LLP and LLLP)* \_\_\_\_ Current Certificate of Good Standing

\_\_\_\_ **Sole Proprietorship**

- \_\_\_\_ Copy of Trade Name Certificate (if applicable)

2. \_\_\_\_ Current USVI business license      Expiration date: \_\_\_\_/\_\_\_\_/20\_\_\_\_  
Type of business license: \_\_\_\_\_

3. \_\_\_\_ Employer Identification Number (EIN): \_\_\_\_\_

4. \_\_\_\_ Insurance      \_\_\_\_ Certificate of General Liability & Endorsement      Expiration date: \_\_\_\_/\_\_\_\_/20\_\_\_\_  
                                 \_\_\_\_ Proof of Automobile Insurance      Expiration date: \_\_\_\_/\_\_\_\_/20\_\_\_\_  
                                 \_\_\_\_ Certificate Professional Liability      Expiration date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

5. \_\_\_\_ Workers Compensation Insurance      Expiration date: \_\_\_\_/\_\_\_\_/20\_\_\_\_



**VIRGIN ISLANDS  
HOUSING FINANCE AUTHORITY**

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